

CIVIL CONSTRUCTION PERMIT PROCESS AND SUBMITTAL REQUIREMENTS

Published : 1/24/2017

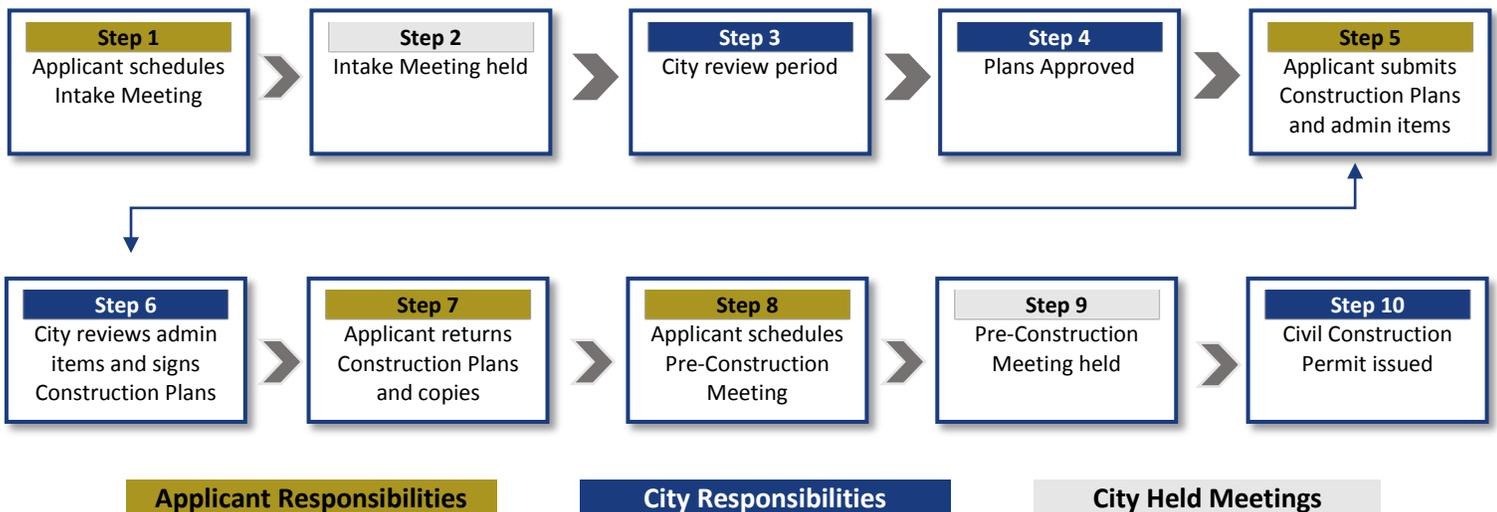
This document is intended to help an engineer or an owner better understand what is expected of the applicant in preparing the Civil Construction Plans for review and approval as required for new developments within the City of Renton. The civil construction review process includes a formal intake meeting for acceptance of submittals and resubmittals to the permit center and a formalized City review and approval process, as well as outlined drafting standards to ensure that the City’s expectations for civil drawings are clear, concise and readily available. Refer to Renton Municipal Code (RMC) for more information.

Specific Code Section(s) related to this document

- RMC Ch 4-6 Street and Utility Standards
- RMC Ch 4-8 Permits – General and Appeals

Section I: Civil Construction Permit Review Flow Chart and Review Process

The review and approval process is summarized on the flow chart below and further explained in subsequent pages.



Note: Completion of the Review Process within two review cycles is dependent upon the Applicant’s responsiveness to City review comments. The established timelines do not account for unintended findings, modification requests and review time, or omissions which may delay the review process.

Step 1: Schedule the Intake Meeting

The initial submittal of the Civil Construction Permit will require scheduling an Intake Meeting by contacting the assigned Development Engineer.

If you do not know who your assigned Development Engineer is, please contact Development Engineering at 425-430-7266. Please have the Land Use Application Number (LUA#) for your project ready.

Note: The Applicant has the option to schedule an informal pre-screen meeting prior to preparing the required number of copies for the formal intake meeting. Applicants should coordinate with the assigned City Development Engineer to determine if a pre-screen meeting is appropriate for their project. One complete copy of the application package (including all items noted above) is required for informal review by the City Development Engineer. Please allow approximately 45 minutes for the application screening.

Step 2: Intake Meeting

At the Intake Meeting, the City Development Engineer will use the Intake Checklist and project specific conditions identified in the Land Use Approval Letter(s) to confirm that all required plans and documents are complete.

The following items are all required at the First Intake meeting:

- One (1) Civil Construction Permit Application
- One (1) Copy of the Intake Checklist
- Three (3) Full Size (22" x 34") Complete Sets of Plans
- One (1) Complete Technical Information Report (TIR)
- One (1) Electronic Copy of the Bond Quantity Worksheet (.xlsx format)
- One (1) Complete Electronic Copy of All Plans, Complete TIR, and all supporting reports and studies
- Draft copy of easement and/or right-of-way dedication documents (note: not applicable to plats; documents will be recorded at project close-out)

If the submittal is deemed complete, then the initial Plan Review Fees are to be paid prior to the City accepting the submittal for review. These fees are outlined and calculated as part of the Civil Construction Permit Application Form. You may call (425) 430-7266 if you have questions regarding the initial plan review fees.

As outlined in City Ordinance No. 4345, 50% of the plan review and inspection fees are to be paid at Permit Submittal. The balance is due at Permit Issuance. Significant changes or additional review cycles (beyond 3 cycles) during the review process may result in adjustments to the final review fees.

If the City determines the applicant has not provided a complete submittal or if any of the conditions identified in the land use decision as applicable to the civil construction permit have not been addressed, the applicant will be required to schedule a new intake meeting after all items have been addressed.

Step 3: City Review Period

*Timeline for 1st review: 4 – weeks from Intake.
(Subsequent review timeline: 2- weeks from Intake)*

Upon completion of a successful and complete intake, the City has accepted the submitted materials for review and the first review cycle has begun. The City reviewers will evaluate your plans for compliance with development standards, applicable codes and regulations, and satisfaction of Land Use Decision conditions as applicable to the civil construction permit.

Step 4: Review Cycle Complete

Once the review is complete, the City Development Engineer will provide any comments and markups to the Applicant.

Minor updates/revisions may be addressed by the Applicant and submitted as a PDF document sent via email to the City Development Engineer, or as the final construction set of plans if deemed acceptable by the Development Engineer.

If, however, comments need to be addressed prior to approval, the City Development Engineer may require a second (or subsequent) review. The Applicant will revise the plans and repeat Steps 1 and 2 to resubmit for approval. The City Development Engineer will review and comment as necessary, repeating steps 3 and 4 until all code requirements and comments have been met.

City Staff may require a meeting with the Applicant and Engineer to review the plans and requirements for reviews that extend beyond 3 reviews.

Additional fees per City fee schedule may be charged to reviews which extend beyond 3 reviews.

Step 5: Applicant Submits Construction Plans

Upon completion of the review cycle and notification of Plan Approval from the City Development Engineer, the Applicant submits the final approved drawings (Construction Plans) to the City Development Engineer for signature by City Staff.

The following items are required before or upon submittal of the Construction Plans for signature:

- One (1) Full Size (22" x 34") Construction Plans - Complete Set of Final Plans
- One (1) Complete Copy of the Final Technical Information Report (TIR)
- One (1) Complete Electronic Copy of the Final Bond Quantity Worksheet (.xlsx format)
- One (1) Complete Electronic Copy of the Final TIR
- Original final easement and/or right-of-way dedication documents with signatures and payments ready for King County recording (note: not applicable to plats; documents will be recorded at project close-out)

Note: The Construction Plans will not be signed by City Staff until all applicable items are accepted by the City of Renton.

Step 6: Final Administrative Review and Signature

Timeline for Signatures: 1-week from acceptance.

Upon receipt of the Construction Plans and administrative items noted in Step 5, the City Development Engineer will perform a final administrative review and request signatures from all required City Staff.

The City Development Engineer will provide the Applicant with an invoice for the remaining permit fees associated with the civil construction permit invoice and the required Surety Device (can be in the form of Performance Bond, Assignment of Savings, Irrevocable Letter of Credit, or Security Agreement) for construction. The Applicant will be notified once the Construction Plans have been signed and are ready for copies.

Step 7: Construction Copies Submitted

The Applicant will coordinate with the City Development Engineer to arrange for pick-up of the City-signed Construction Plans to make copies for the following submittal sets:

- The original City-signed Construction Plans
- Two (2) Full Size (22" x 34") Paper Copies of all plans
- One (1) Complete Electronic Scanned Copy of the Signed Construction Plans *
- Final invoice must be paid

* Scanned Documents:

PDF documents produced by scanning paper documents are inherently inferior to those produced from an electronic source. Documents shall be scanned at a resolution which ensures the pages are legible on both a computer screen and when printed. Scanning should be done at a minimum of 150 dpi and a maximum of 300 dpi to balance legibility and file size.

Step 8: Schedule the Pre-Construction Meeting

The Applicant will coordinate with the City Development Engineer to schedule a Pre-Construction Meeting. Prior to scheduling the pre-construction meeting, the City requires each of the following items:

- Receipt of the required Surety Device
- A signed Construction Agreement (the form will be provided to you for signature)
- A copy of the Civil Contractor's license
- A copy of the Civil Contractor's City of Renton business license
- A signed Authorization of Special Billing (the form will be provided to you for signature)

Step 9: Pre-Construction Meeting Held

The Pre-Construction Meeting will be held at City Hall or the site as determined by the City Development Engineer. This is the final meeting to discuss site issues, explain rules for on-site conduct and serves as the official hand-off from City Development Engineer to Construction Inspector.

Step 10: Civil Construction Permit Issued

Provided that all required items have been received and the final invoice has been paid, the Civil Construction Permit will be issued at, or immediately following, the Pre-Construction Meeting.

In special cases, Steps 8 and 9 may be deferred until after permit issuance. Formal request must be submitted to the Development Engineer. Work may not commence until the Pre-Construction Meeting has been held.

Section II: Electronic File Standards

Electronic plans that do not meet the requirements below will result in the application being deemed incomplete and will not be reviewed until complete. The electronic plans MUST be submitted on a CD or USB drive at the Intake Meeting.

Electronic Formatting Requirements

Portable Document Format (PDF) is the industry standard for electronic review. The City of Renton only accepts PDF files for plan review. PDF files must be properly formatted as described below.

- All documents are required to be flattened and full-size, one-to-one format.
- No multiple layers. Layers must be merged or flattened.
- Drawings must be submitted in black and white PDF documents.
- All plan sheets must be consolidated into one plan set.
- Drawings must be scaled and oriented correctly and must not exceed 50MB.
- Scanned plans must be legible and to scale in order to be reviewed.
- Files must be unlocked or unprotected so that comments can be made by City Staff.
- Each plan sheet or page must be bookmarked to clearly identify the content of the page.
- All reports must be rotated with the pages in the upright position.
- Figures within reports shall be a maximum size of 11" x 17", unless part of a separate appendix.
- The completed Intake Checklist shall be submitted in PDF format separate from the drawing files.
- Zip files are not accepted.
- Reports and other documents must be submitted as a separate PDF for each document type (e.g. Technical Information Reports, Geotechnical Reports, Wetland Reports, etc.)

Electronic File Naming Conventions

Files must be named concisely to describe the contents of the file document and shall include the date and version number of the file. No spaces are allowed anywhere in the file name. The underscore (_) is acceptable in place of spaces. Not all software interprets spaces consistently. Applications with files not named consistent with examples listed below may be rejected. Resubmittals shall use the same file name with updated date and version.

Example: Civil_MMDDYYYY_v.1.

Each discipline shall be located in a separate, complete file.

Acceptable file names include (add the appropriate date and version number as applicable):

- | | |
|------------------|-----------------------|
| • Civil | • TIR |
| • Structural | • GeoTech_Report |
| • Landscape | • Submittal_Checklist |
| • Tree_Retention | • HEX_Decision |
| • Plumbing | • ERC_Decision |

Electronic Plan Submittal Standards

- All plans must be drawn to scale, and each sheet shall state the scale.
- All plans must be uploaded in "Landscape" format in the horizontal position.
- All files shall be submitted as a PDF in electronic form. All Plans and supporting documents (calculations, reports and other supporting documentation (non-drawing files)) must be submitted in PDF format. Due to file size limitations, you may provide separate pdf documents for the different portions of the plans (e.g. architectural, structural, etc) if needed. Provide a separate PDF document for each supplemental document type (e.g. calculations, specifications, etc.).
- All PDF files must be reduced and flattened prior to submitting to the City for review.
- The Bond Quantity Worksheet must be submitted as a Microsoft Excel file in .xlsx format.

Section III: Intake Checklist

The applicant should contact the assigned City Development Engineer, prior to scheduling the Intake Meeting, if there are any questions regarding submittal requirements. Marking an item as “Not Applicable” or “N/A”, without acceptable justification, may result in the submittal being rejected at Intake.

Plans

Organize the plans such that they are separated into type of improvement and drawing order. Each improvement type should include all plans, profiles, notes, sections, details, schedules, diagrams, etc. for that facility. All plans shall be designed in accordance with the City of Renton “Construction Plan Drafting Standards” as required per RMC 4-8-120. The required order of drawings is as follows:

Included	N/A	All Plans Required Unless Waived by City Staff
<input type="checkbox"/>	<input type="checkbox"/>	Cover Sheet
<input type="checkbox"/>	<input type="checkbox"/>	Sheet Index (If not on the Cover Sheet)
<input type="checkbox"/>	<input type="checkbox"/>	Existing Conditions/Topography Plan
<input type="checkbox"/>	<input type="checkbox"/>	Horizontal Control Plan
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan
<input type="checkbox"/>	<input type="checkbox"/>	Temporary Erosion and Sediment Control Plan
<input type="checkbox"/>	<input type="checkbox"/>	Grading Plan (may be combined with Temporary Erosion and Sediment Control Plan or Storm Drainage Plan)
<input type="checkbox"/>	<input type="checkbox"/>	Conceptual Structural/Retaining Wall and/or Detention Vault Plans Associated with Civil Improvements
<input type="checkbox"/>	<input type="checkbox"/>	Composite Utility Plan
<input type="checkbox"/>	<input type="checkbox"/>	Road/Paving/Storm Drainage Plan and Profiles (Large Projects May Require Separate Street Improvement and Storm Drainage Plans)
<input type="checkbox"/>	<input type="checkbox"/>	Wastewater and Water Utility Plan and Profiles(Large Projects May Require Separate Wastewater and Water Plans)
<input type="checkbox"/>	<input type="checkbox"/>	Plumbing Plan [Commercial/Industrial] – For informational purposes only
<input type="checkbox"/>	<input type="checkbox"/>	City Standard Details (Organized by Private vs. Public)
<input type="checkbox"/>	<input type="checkbox"/>	Street Lighting Plan and Details
<input type="checkbox"/>	<input type="checkbox"/>	Traffic Signals Plan and Details
<input type="checkbox"/>	<input type="checkbox"/>	Signing and Channelization Plan and Details
<input type="checkbox"/>	<input type="checkbox"/>	Landscaping Plan and Details
<input type="checkbox"/>	<input type="checkbox"/>	Tree Retention/Land Clearing (Tree Inventory) Plan
<input type="checkbox"/>	<input type="checkbox"/>	Wetland or Stream Mitigation Plan
<input type="checkbox"/>	<input type="checkbox"/>	Miscellaneous Plans (Structural, Architectural, etc.)

Technical Information Report

The Technical Information Report (TIR) shall be a complete report in accordance with the current Surface Water Design Manual adopted by the City. Each section of the report shall be clearly identified and all supporting documents clearly indexed within the report.

Included	TIR shall Include the Following Items as detailed in the Surface Water Design Manual
<input type="checkbox"/>	Section 1: Project Overview
<input type="checkbox"/>	<ul style="list-style-type: none"> • Figure 1 – TIR Worksheet
<input type="checkbox"/>	<ul style="list-style-type: none"> • Figure 2 – Site Location
<input type="checkbox"/>	<ul style="list-style-type: none"> • Figure 3 – Drainage Basins, Sub-basins and Site Characteristics <ul style="list-style-type: none"> ○ Show acreage and boundaries of sub-basins ○ Identify all site characteristics

<input type="checkbox"/>	<input type="checkbox"/>	o Show existing discharge points to and from the site
<input type="checkbox"/>	<input type="checkbox"/>	o Show routes of existing, construction, and future flows at all discharge points and downstream hydraulic structures
<input type="checkbox"/>	<input type="checkbox"/>	o Topographic map as a base for the figure comparable to USGS or better. Show (and cite) the length of travel from the farthest upstream end of the proposed storm system in the development to any proposed flow control facility.
<input type="checkbox"/>	<input type="checkbox"/>	• Figure 4 – Soils (Show the soils within the following areas):
<input type="checkbox"/>	<input type="checkbox"/>	o The project site
<input type="checkbox"/>	<input type="checkbox"/>	o The area draining to the site
<input type="checkbox"/>	<input type="checkbox"/>	o The drainage system downstream of the site for the distance of the downstream analysis
<input type="checkbox"/>		Section 2: Conditions and Requirements Summary
<input type="checkbox"/>		Section 3: Off-Site Analysis
<input type="checkbox"/>	<input type="checkbox"/>	• Task 1: Study Area Definition and Maps
<input type="checkbox"/>	<input type="checkbox"/>	• Task 2: Resource Review
<input type="checkbox"/>	<input type="checkbox"/>	• Task 3: Field Inspection
<input type="checkbox"/>	<input type="checkbox"/>	• Task 4: Drainage System Description and Problem Descriptions
<input type="checkbox"/>	<input type="checkbox"/>	• Task 5: Mitigation of Existing or Potential Problems
<input type="checkbox"/>		Section 4: Flow Control, Low Impact Development (LID), and Water Quality Facility Analysis and Design
<input type="checkbox"/>	<input type="checkbox"/>	• Existing Site Hydrology (Part A) – Topographical map with listed site information
<input type="checkbox"/>	<input type="checkbox"/>	• Developed Site Hydrology (Part B) – Data/narrative for developed site conditions
<input type="checkbox"/>	<input type="checkbox"/>	• Performance Standards (Part C) – Summarize flow control and On-Site BMPs
<input type="checkbox"/>	<input type="checkbox"/>	• Flow Control System (Part D) – Illustrative sketch and documentation
<input type="checkbox"/>	<input type="checkbox"/>	• Water Quality System (Part E) – Illustrative sketch and documentation
<input type="checkbox"/>		Section 5: Conveyance System Analysis and Design
<input type="checkbox"/>		Section 6: Special Reports and Studies (Geotechnical Reports, Wetlands Reports, Floodplains Analysis, etc.)
<input type="checkbox"/>		Section 7: Other Permits (Special Use, WSDOT, DOE Permit with WAR #, etc.)
<input type="checkbox"/>		Section 8: CSWPPP Analysis and Design
<input type="checkbox"/>	<input type="checkbox"/>	• ESC Plan Analysis and Design (Part A)
<input type="checkbox"/>	<input type="checkbox"/>	• SWPPS Plan Design (Part B)
<input type="checkbox"/>		Section 9: Bond Quantities, Facility Summaries and Declaration of Covenant
<input type="checkbox"/>	<input type="checkbox"/>	• City of Renton Bond Quantity Worksheet
<input type="checkbox"/>	<input type="checkbox"/>	• Flow Control and Water Quality Facility Summary Sheet and Sketch
<input type="checkbox"/>	<input type="checkbox"/>	• Declaration of Covenant for Privately Maintained Flow Control and Water Quality Facilities
<input type="checkbox"/>	<input type="checkbox"/>	• Declaration of Covenant for Privately Maintained Flow Control BMPs
<input type="checkbox"/>		Section 10: Operations and Maintenance Manual

Section IV: Resources

Additional Design Resources and City Standards

[City of Renton Surface Water Design Manual \(RSWDM\)](#)

[City of Renton Standard Details](#)

[Development Engineering Forms](#)

[2016 King County Stormwater Pollution Prevention Manual](#)



Note: This handout shall not be used as a substitute for codes and regulations. The Applicant is responsible for compliance with all codes and regulations, whether or not described in this document.

Community & Economic Development

Planning Division

(425) 430-7200 | www.rentonwa.gov